



City of Gary
Redevelopment Department
Aj Bytnar, executive director



Honorable
Jerome A. Prince Mayor

FAÇADE IMPROVEMENT REBATE PROGRAM

PROGRAM OVERVIEW: The Façade Improvement Rebate Program is designed to support local businesses and promote the continued maintenance of commercial properties. It is intended to assist property owners and commercial tenants in rehabilitating and restoring the visible exterior of existing structures, and to construct or enhance pedestrian entrances of buildings. Matching reimbursement grants will be awarded to property owners or commercial tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and enjoyment of Gary business districts.

GEOGRAPHIC REQUIREMENT: Within ½ mile east, west, north, and/or south in distance from the downtown Gary Metro Center station, Miller South Shore station, Clark Road South Shore station, or Gary Public Transportation Corporation bus route.

APPLICANT ELIGIBILITY: Applicants must be the owner of subject property; if the grant is initiated by a tenant, the property owner must still be primary party listed on the application. All applicants must be current on property taxes. Any applicant that is an LLC or corporate entity must fully disclose all principals and agents.

ELIGIBLE ACTIVITIES: Improvements eligible shall be limited to non-structural, external improvements to the building's façade, including the following:

- a) Painting and Finishing
- b) Signage
- c) Exterior lighting
- d) Window and door improvements
- e) Exterior front landscaping
- f) Outdoor furniture
- g) Building material and refurbishment
- h) ADA-compliant ramps, door-widening, and sidewalk improvements

INELIGIBLE ACTIVITIES: The following activities are not eligible for the Façade Improvement Rebate

- a) Architectural and design costs
- b) Permit fees
- c) Structural improvements
- d) Roofing improvements
- e) Routine property maintenance
- f) Any work done by non-licensed contractors
- g) Any work started before notification of award

APPLICATION & APPROVAL OF PROCESS: The City of Gary Redevelopment Commission will notify all applicants in writing whether or not they are accepted for participation. Successful applicants will be informed of the grant award and be required to sign a program agreement with the City of Gary Redevelopment Commission. The applicant must agree to the conditions of the City of Gary Façade Improvement Rebate Program and all awards are subject to completion of the proposed project as described in the application and ultimately approved by the City of Gary Redevelopment Commission.

Grant funds will not cover expenses incurred prior to grant award or any such expense outside the scope of work explicitly described in the application and signed program agreement. The City of Gary and/or City of Gary Redevelopment Commission are not responsible any additional expenses related to implementation or maintenance of any proposal or components of a proposal aside from those explicitly approved and agreed to by both parties in the program agreement.

Upon acceptance of a completed application, the City of Gary Redevelopment Commission will begin a review process. The proposal will be first reviewed internally by Redevelopment Commission staff to verify complete and accurate information. A review panel consisting of a representative from the City of Gary Building Department, Redevelopment Commission, and a representative from Indiana Landmarks will then make a determination for approval or denial. If denied, a letter will be sent to the applicant providing recommendations to improve proposal. The applicant will then have ten (10) business days to re-submit the proposal for reconsideration. If approved, staff will make formal recommendation to the Gary Redevelopment Commission via resolution and supporting documentation. Any resolution must be passed by the Commission and Northwest Indiana Regional Development Authority designees or staff, for

verification. Upon written approval from the Northwest Indiana Regional Development Authority, Redevelopment Commission staff shall notify the award recipient.

ELIGIBLE ACTION: Improvements made by successful applicants will be awarded a reimbursement up to fifty percent (50%) of construction costs not to exceed \$35,000. Recipients utilizing only Gary-based contractors, as confirmed by the City of Gary Building Department, will be eligible for an additional \$10,000 reimbursement, toward up to fifty percent (50%) of total construction costs not to exceed \$45,000. Construction must begin within 90 days of approval, or the award shall be forfeited back to the Commission.

METHOD OF REIMBURSEMENT: Awarded applicants requesting reimbursement must submit the following documentation:

- a) Award Letter
- b) Copies of all permits
- c) List of all contractors used with documentation of an active City of Gary contractor's license
- d) All receipts related to total project cost, in addition to specific costs related to reimbursement
- e) Proof that all taxes are paid and current for the subject property
- f) Before and after photographs, with the signature of Redevelopment Commission staff verifying accuracy

CITY OF GARY FAÇADE IMPROVEMENT REBATE PROGRAM - APPLICATION

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

Phone: _____ Email: _____

Business Name: _____

Business Address: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT)

Property Owner: _____

Owner Address: _____

Phone: _____ Email: _____

Lease Termination Date: _____ Is there an option to renew? Yes ___ No ___

LANDLORD ACKNOWLEDGEMENT

I am the Landlord of the building address noted in this project application and my address, email, and phone number are noted correctly in this document. I have been informed of the applicant's intention to perform the improvements described in this application, and I hereby provide my approval for a Façade Improvement Rebate on behalf of the tenant for the proposed improvements described in the application.

Landlord Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

PROJECT COST INFORMATION

Award Request Amount: _____ Applicant Match Amount: _____

Total Estimated Project Cost (Applicant Match + Award Request): _____

APPLICATION CHECKLIST

- 1. Project Description – *a short narrative describing your business and the improvements you intend to make.*
- 2. Property deed with the legal description of property
- 3. Documentation that current taxes are paid
- 4. Completed cost worksheet
- 5. Two contractor quotes
- 6. Current photographs of the façade
- 7. Proof of valid City of Gary business license – *for currently operating businesses only.*
- 8. Project completion timeline
- 9. Completed Façade Improvement Application
- 10. \$35 non-refundable application fee made by check or money order to the Gary Redevelopment Commission

PLEASE SUBMIT APPLICATION PACKETS TO:

City of Gary Redevelopment Commission
504 Broadway, Suite 200
Gary, Indiana 46402
dbackhus@gary.gov

Applicant agrees to all city requirements of submitting reports and certifications and/or any additional information that the City of Gary may require for the completion of the application process. Applicant understands that an incomplete application will not be reviewed and a complete submission will require forty-five (45) days to review prior to consideration of the City of Gary Redevelopment Commission. Application has included ten (10) copies of the above listed information. Applicant acknowledges responsibility for all cost associated with the publication of any legal notices regarding its application. By signing below, the applicant hereby certifies that the information provided herein is correct and true to the best of his or her knowledge. (An original signature is required with each application)

Applicant Signature

Printed Name

Date